

FINANCE, AUDIT AND RISK COMMITTEE MEETING

August 21<sup>st</sup>, 2019

1:00-3:00pm EDT

Webinar  
Ottawa, ON

MINUTES

<b>Committee Members</b>		
L. Doig, Chair - Present	K. Baig - Absent	T. Brookes - Present
D. Chui - Present	J. Dunn - Present	R. Trimble - Present
S. Vieweg - Absent		
<b>Staff Support</b>		
G. McDonald – Present	J. Monterrosa - Present	S. Price - Present
S. Francoeur - Present	J. Southwood - Absent	E. Spence - Present
H. Theelen - Absent	J. Langlois – Absent	
M. McCourt - Present		
<b>Observers Present</b>		
C. Zinck (by webinar)	D. Gelowitz (by webinar)	D. Lynch (by webinar)

1.	<p>CALL TO ORDER AND APPROVAL OF AGENDA</p> <p>Lisa Doig facilitated the meeting, as chair.</p> <p>L. Doig suggested a change to the agenda:</p> <ul style="list-style-type: none"> <li>• 2021-22 projections to be reviewed as a separate agenda.</li> </ul> <p>Agenda approved unanimously</p>
2.	<p>SUMMARY OF AUGUST 15<sup>TH</sup> MEETING IN LIEU OF MINUTES</p> <p>Lengthy discussion on the Motions from the Funding Task Force with input received from KPMG.</p> <p>Discussed the impact of the APEGA withdrawal and future estimation of revenues and expenses. KPMG will return with a detailed report on net assets policy.</p> <p>Additional information required on options to be presented to the board in response to work by the Funding Task Force. Committee decided to defer recommendations to 2020 in order to better understand the situation and then return to the Board with recommendations.</p>

3.	<p><b>MEMO DEFERRING RECOMMENDATIONS</b></p> <p>Reviewed Briefing Note to be included in the Board Agenda Book October 4. BN Outlines deferral of recommendations on motions 5753, 5754 and 5755. Specifically, motions related to recommendations on:</p> <ul style="list-style-type: none"> <li>• Limiting budget size</li> <li>• Net Asset policy</li> <li>• Distribution of excess reserves</li> </ul> <p>Committee agreed on presenting briefing note to the board.</p>
4.	<p><b>REVIEW OF 2020 BUDGET</b></p> <p>J. Monterrosa provided overview of 2020 Budget and noted the deficit budget of 614,000.</p> <p>Discussion on the effects of APEGA exiting the Affinity Program. Confirmation was given that a presentation will be prepared on APEGA withdrawing from the Affinity Program. The presentation will precede the budget presentation at the Oct. board meeting.</p> <p>Action item: Request for monthly summary report of the TD affinity program.</p> <p>Action item: Include a reference note on the status of reserves table to link note at the bottom of the table to the 2.3M figure related to potential, unbudgeted, revenue in 2020.</p> <p>Subject to adjustments requested, committee agrees to forward budget to board for review at the Oct, 2019 meeting.</p>
5.	<p><b>REVIEW OF Q2 2019 STATEMENT OF OPERATIONS</b></p> <p>Action item: Request that notes on variances forecast vs budget be included in forecasts.</p>
6.	<p><b>REVIEW OF THE 2020-2021-2022 THREE-YEAR FORECAST</b></p> <p>L. Doig noted that this is the first rollout of a multi-year projection to the committee and to the Board.</p> <p>Action item: Projections should be presented in one table (2020 to 2022).</p> <p>Action item: The note on the Revenue from the TD affinity program and the note on the expenditures on the National Programs should be very specific year by year.</p> <p>Action item: A note that explicitly states no TD affinity revenue (from PEO portion) is included in projections.</p> <p>Action item: Request to add a placeholder line (no amount required) in the projects section of multi-year projection to reflect potential new, currently unknown, projects.</p>

<p>7.</p>	<p><b>REVIEW RISK REGISTER</b></p> <p>Overview of the Risk Register with no reflection of the APEGA situation in the Registry at the present time.</p> <p>Action item: Request to reflect the change (APEGA exit) in the Register in order to present an updated risk register at the Oct board meeting.</p> <p>Discussion around how APEGA’s exit affects risk 35. The benefits of being part of the federation may have been diminished. This also has a financial dimension (risk 19). PEO’s decision around participation in the TD affinity program may also affect this.</p> <p>Action item: Based on discussion, both risks 19 and 35 should be increased. More data required to continue the assessment.</p> <p>Discussed risk 26 – accreditation – there is work planned to address the risk, but not yet appropriate to make a change in the risk register.</p> <p>Changes to risks 10 and 39 discussed. A correction is needed under the Engineers Canada – Organizational Risk 10. Staff retention has increased (not decreased as stated in the register) from low to likely.</p>
<p>8.</p>	<p><b>REVIEW OF COMMITTEE’S WORKPLAN</b></p> <p>Action item: Ensure calendar invites are circulated for meeting notices, including October 18<sup>th</sup> feedback on the budget.</p> <p>Noted that this is an aggressive workplan.</p> <p>With respect to the meeting of November 13<sup>th</sup>, the committee will want to do a <b>deep dive</b> on the strategic risk review.</p> <p>Action item: “Deep dive” into risk review to be noted in November meeting agenda.</p> <p>Action item: Ensure a placeholder for Item 8 in the Workplan: Financial controls and financial policy and procedures. Currently there is no placeholder in any of the planned meetings. To be include in March 18<sup>th</sup> meeting. Work plan to be updated.</p>
<p>9.</p>	<p><b>OTHER BUSINESS</b></p> <p>None</p>
<p>10</p>	<p><b>ADJOURNMENT</b></p> <p>Moved by R. Trimble, seconded by J. Dunn</p> <p>Meeting adjourned at 3:13 pm.</p>